

FAS Times

March 2009 Vol. 3

UPCOMING EVENTS

College/Education Fair

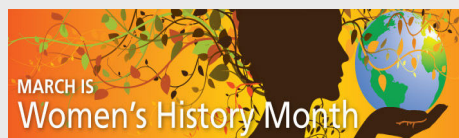
March 4, 2009

FOB Lobby, Fort Worth

(Sponsored by the GSA Employee Association)

St. Patrick's Day

March 17, 2009



Women's History Month Program

March 25, 2009

10:00 - 11:00am

(Texas Conference Room 4A14H)

Individual Highlights

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Have a question?

Send to R07FAS@gsa.gov

GSA Collaboration

GSA's FAS Customer Accounts and Research (CAR) and Personal Property Management (PPM) collaborated with GSA's Office of Small Business Utilization to provide training workshops and one-on-one marketing to over 175 Procurement Officers and Wyoming Small Businesses February 17-19, 2009 in Cody, WY. Senator Mike Enzi hosts this event once a year and invites as many government procurement agents from Washington, DC and locally that will come to interact with inventors of everything from the latest technology in windmills and natural resource devices to green products and services that the government now requires. Attendees included representatives from:

- Air Force Procurement
- Bureau of Land Management
- Bureau of Reclamation
- Defense Logistics Agency
- Department of Agriculture
- Department of Defense
- Department of Energy
- Department of Homeland Security
- Department of Interior
- Federal Highway Administration
- General Services Administration
- Housing and Urban Development
- National Forest Service
- National Park Service
- Natural Resources Conservation Service
- Regional Air Force Bases
- University of Wyoming
- US Army Corps of Engineers
- US Fish & Wildlife Services
- US Geological Survey
- VA Medical Centers
- Veteran's Administration
- Wyoming Department of Transportation

GSA training sessions included:

- GSA Schedules – Understanding the Format and the Schedule Requirements (Pennie Estrada)
- How to "Go Green" with GSA E-Tools for Buyers & Contractors (Arleen Kinder)
- GSA's Personal Property Management (Pat Honley)
- Marketing Your GSA Schedule – Tips to Success (Penne Estrada)



Strategic Planning Session

The regional FAS management team will convene for a strategic planning session March 10-11 in Ft. Worth, TX. Senior FAS managers will work to develop regional priorities while focusing on revenue-generating business strategies within each business line. Emphasis during the meeting will also be placed upon potential regional opportunities that could originate from the implementation of the American Recovery and Reinvestment Act. Additional topics of discussion will include the upcoming DOD audit, human capital strategies, telework, green initiatives, and workforce engagement.

As a follow-up to this planning session, managers will host a Town Hall meeting in the near future with all employees to discuss regional and nationwide FAS priorities, initiatives, and business strategies.

Stay tuned for details on this meeting - you won't want to miss it!

KUDOS KORNER



Kudos to Customer Service Director (CSD) Joey Phelps on a job well done while serving FEMA in Arkansas during the recent ice storm emergency.

Travis Ratcliff with FEMA took a few minutes to praise Joey's outstanding customer service:

Mr. Ratcliff wrote: "...this is just a short note to say that Joey Phelps is an outstanding GSA employee and ideal for a customer service representative. That individual single handedly made up for about six different positions on this disaster. Joey took immediate steps and actions to properly obtain equipment, personnel, maintenance, charts, floor plans, maps, drawings, and directions for the Logistics staff and entire JFO staff at North Little Rock, AR. We did not have to wait on anything to have to track anything down. It was done before we actually needed it. My compliments to you and the section which employs him. He is, indeed, a valuable asset to GSA and this time, to FEMA."

Congratulations on a job well done Joey!



Kudos to Customer Service Director (CSD) Erich Schuette on an outstanding job representing the CAR family at the recent Enterprise GWAC program review event.

Cheryl Hall, Director of CAR for The Southeast Sunbelt Region, praised Erich's and Katie Buehne's (Region 5 CSD) contributions at the event "...their participation on the CSD panel was well received by the audience. Their overall attendance and networking really put CAR in a positive position with the GWAC Program Officers who all expressed their appreciation at the end of the event. Enjoyed having them with us in Atlanta and look forward to future opportunities for sharing our great resources! THANKS".

Congratulations on a job well done Erich!



FAS Training Schedule

March 4, 2009—**HR Manager and Supervisor Training** (FW FOB)

March 5, 2009—**How to Deal with Unacceptable Employee Behavior** (Managers and Supervisors only) (FW FOB)

March 18, 2009—**Grammar and Business Writing**, (FW FOB)

March 23 – 28, 2009—**CON 244 Construction Contracting**, (FW FOB)

April 14, 2009—**Leadership and Team Building**, (FW FOB)

April 27– May 8, 2009—**FREE CON 120 Mission-Focused Contracting**, (FW FOB - Register at <http://www.fai.gov>)

Contact Jennifer Koranda at (817) 574-4305 for more information on training

WELCOME

New Employees Join the FAS Family!

Daniel R. Scholl

Daniel Scholl joined the Property Management Division on February 1, 2009 as a Property Disposal Specialist. He previously worked for the FEMA, Fort Worth Logistics Center for four years as the supervisor in the Inventory Management Division. He was responsible for the planning and implementing of the Logistics Section, which included supply and support for the division, review and analyze current stock status, ensure accountability for property including dollar values. He participated in internal planning and coordination with Headquarters, other Regional offices and National Incident Management Assistance Team on improving program's response capabilities regarding disaster recovery.



Daniel has also worked for contractor, Kellogg, Brown & Root in Kuwait City as the Logistics Coordinator, during March 2005 through July 2006. He managed 10 employees in coordinating and providing support to the Logistics Civil Augmentation Program. He was enlisted in Kuwait, during July 1998 through December 2004. His responsibility was to train movement control teams consisting mainly of 3rd country nationals not fluent in English. He maintained the computerized inventory control system and oversaw the warehouse operations.

He received the following Honors and Awards: Army Achievement Medal - 2002 and NATO medal - 2000. He has a Bachelors of Science degree from Northeastern University, Boston, MA.

Dan is the father of two girls, ages 10 and 7. He is very involved in their sports and school activities.

Chris Theriault

Chris Theriault started with GSA Denver Personal Property Management on February 17, 2009. Chris comes to GSA from the National Park Service and started his federal career in Geographical Information Systems in 1994. He has worked in the Personal Property Management area of the NPS for the last seven years.

He comes to GSA with a wealth of knowledge in this area. Chris is a Colorado native and holds an Associate Degree in Cartography from Mesa State College in Grand Junction, CO.

Chris is married to his high school sweetheart - Kristi and has two daughters - Alyssa and Hannah, ages 12 and 8 respectively. In his spare time Chris likes to spend time with family and enjoying beautiful Colorado.



KUDOS KORNER



Congratulations to FAS Employees for Length of Service Awards in February and March 2009

45 Years Service

John Hickman

40 Years Service

Manuel Enriquez

35 Years Service

Edward Klink

30 Years Service

Genni Brown
Bonnie Cooper
Margaret Dyer
Jeanne Moran
John Pitts

25 Years Service

Laurie Nascimbeni



Lost and Found

Did you know the PBS Building Management Office has a "Lost and Found" with several items waiting to be picked up by their owners? Please contact 817-978-2856 or stop by the PBS Building Management Office on the 14th floor.

GSA at "60" Slogan Contest

This year, GSA will celebrate 60 years of public service to the American public. On July 1, 1949, President Harry Truman signed into law the merging of the Treasury Department's Bureau of Federal Supply and Office of Contract Settlement, the National Archives Establishment, the Federal Works Agency (most importantly, its Public Buildings Administration), and the War Assets Administration. These administrative functions became the U.S. General Services Administration, an independent agency of the Federal Government. General Jess Larson, the Administrator of the War Assets Administration, was selected as GSA's first Administrator. Throughout its 60-year history, GSA has had 34 Administrators.

GSA's 60th Anniversary Celebration begins with a Slogan Contest for all employees to showcase their creativity. The winning slogan should be a phrase that symbolizes GSA's 60 years of government service and comply with the guidelines below. The Slogan Contest will run from February 18 thru March 6, 2009.

Contest Guidelines:

- The slogan contest is open to all **GSA Employees ONLY** (Family members are not eligible).
- Entries should be **10 words** or less and must be copyright and trademark-free.
- Employees may submit no more than **five** entries.
- Slogans will be judged on their originality, creativity, and clarity of message as it relates to GSA's mission. The winning slogan will be used on GSA posters, banners and other agency internal and external communications throughout the year.
- All entries will be evaluated by the 60th Anniversary Planning Team (comprising Central Office, FAS, PBS, HSSO and Regional representatives). The team will select **one** winner from the eligible entries.
- The contest winner will be recognized at the 60th celebration and award ceremony July 1.
- Each entry should include a name, telephone number and an e-mail address.
- Slogans may be submitted electronically to gsa60@gsa.gov , by **5 p.m. (EST) Friday, March 6, 2009**.

Questions may be forwarded to Ernestine Ramsay, 202-501-1166 or email to ernestine.ramsay@gsa.gov

Go Green Tips

Print double-sided

First, print as few copies as possible. Always print two-sided or two pages per side. To change your printer settings to print 2-sided go to the "Start" menu on your computer, select "Settings", then "Printers & Faxes", click on your printer in the menu, and then click on "Set Printer Properties". Use the "Print Preview" feature to proofread documents rather than printing out numerous draft copies. You can also save paper by fitting more information on each page. Try reducing your margin size and/or the font size. Many computer programs will allow you to change the defaults so that you don't have to remember every time. Extra credit: Lease or purchase copiers that can print double-sided copies, it will cut the amount of paper that you use in half.

Use electronic email

Email, circulate, or post documents instead of making a copy for everybody. Using email to distribute information in your office is a great way to save paper. Think before you print--Do you really need a hardcopy of that email?

Recycle toner

Save ink toner by turning down the contrast on your computer when possible. Recycle toner cartridges when they are empty. You can also buy recycled toner cartridges--they help the environment and are often cheaper.

Store office files electronically

Store files electronically when possible. Create a central document filing system that many people can access instead of having each person maintain duplicate files. File folders can be reused many times simply by replacing the label insert in the plastic tabs, by inverting the folder, or by pasting a blank label over the old one. You can also purchase file folders made from recycled materials.